

STUDY & STUDY LEAVE POLICY

The Company recognises the need and desirability for its employees to improve their knowledge and skill.

To this end, it offers financial assistance for specific, approved study courses and may grant study leave for such specific approved work-related courses as follows:

1. To be eligible for consideration under the provisions of the study policy, an employee should have at least 12 months' continued service of employment with the Company.
2. Study assistance is not guaranteed, and applications for study assistance will be submitted for due consideration at a senior level, before the application is approved, based on the nature of studies to be undertaken, and the total cost of studies.
3. The Company may, at its discretion, either pay the full cost of the course, or offer a subsidy as part payment for the course.
4. Upon qualifying for financial assistance for a course of study, and on submission of proof of registration, the Company will make payment directly to the institution.
5. In the event of not passing a subject, it will be required that the total amount spent on that subject be repaid by the employee to the Company. In addition, the fees for repeating a subject will be for the employee's account.
6. In the event of the employee resigning or being dismissed during the course of his/her studies the full amount will become repayable immediately to the Company.
7. The employee will be required to sign a contract with the Company that will require him/her to remain in the employ of the Company for a specified service obligation period. This period will be determined by the cost of the course. This "work-back / service obligation" period will commence on successful completion of the course. These details will be stipulated on the individual's study contract letter at the time when the financial assistance is approved.
8. Study leave must be planned and organised well in advance and in consultation with the employee's manager.
9. Employees may take one (1) working day's paid study leave per subject for the day on which the actual examination is written.
10. Employees may take one (1) working day's paid study leave to prepare for the examination.
11. The total number of days of paid study and preparation leave will be related to the nature of this study and must be discussed by the employee with his/her manager at the onset of the study.
12. Should the employee require any additional paid study and/or preparation leave, it would be taken as annual leave and it will be with the approval of the employee's manager.
13. Study leave will not be granted to employees who have failed and who wish to repeat courses/subjects and/or examinations.